

POLICE RECORDS MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Records Manager position exists is to plan, organize and direct the activities of the Records unit within the Police Department. This classification supervises a medium to large staff. This position receives general direction from the Administrative Services Director

ESSENTIAL FUNCTIONS

Manages the overall operations of the Records division including: collection, security, and dissemination of arrest data; offense reports; juvenile detention reports; investigative data, and computer transcription of police dictated tapes.

Develops and implements divisional goals, objectives and policies. Develops and tracks performance measures.

Provides supervisory leadership and coaching to foster a strong, customer-oriented team. Works with staff to redesign internal work processes to improve quality and efficiency.

Prepares detailed written reports and statistical data to ensure the completion of federal, state and local mandated reports on crime trends, arrest data, offense reports, traffic accidents and violations, and internal MIS reports.

Develops and manages multiple budgets.

Serves as the liaison with other law enforcement agencies and user groups. Appears before boards, panels or legislative bodies on records security and dissemination functions.

Serves as a member of the management team to address overall needs and concerns. Performs additional responsibilities in support of customers and staff.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Principles and practices of supervision, personnel administration and management; Personnel Rules, Administrative Regulations, Police General Orders, Police Operations Orders, and Memoranda of Understanding as they apply to subordinates.

Relevant computerized police data systems including ACIC/NCIC, FBI, III, ACCH, LEJIS, MIS, CAPRI, TADS, OBITS, and MVD.

Policies and procedures of Federal, State and local law enforcement agencies and their operations.

Laws pertaining to privacy and security of criminal history records information.

Ability to:

- Comprehend and make inferences from material written in the English language.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation and grammar.

- Remain in a sitting position for extended periods of time.
- Work cooperatively with other City employees and employees of other law enforcement agencies.
- Observe, compare and monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards.
- Learn job-related material through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Perform a broad range of supervisory responsibilities over a large staff performing a variety of duties.
- Work safely without presenting a direct threat to incumbent or others.
- Develop departmental goals and objectives, budget preparation, statistically based reports
- Train and evaluate employees.
- Schedule staff for a 24 hour operation.
- Work a flexible schedule.

Education & Experience:

Requires a Bachelor's degree in Criminal Justice, Public Administration or a related field, and four years of management and supervisory experience in a demanding customer service environment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified